

**APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS**

Application No.02:31C

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| <b>ITEM<br/>NO.</b> | <b>DESCRIPTION OF ITEMS OR RECORDS SERIES</b> |
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|-------------|---|
| 1.          | <p><u>ACCIDENT REPORTS</u></p> <p>Dates: 1965-<br/>Volume: 2 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> <p>The title of item #2 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p>  |
| 2.          | <p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE,</u><br/><u>INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT</u><br/><u>RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS,</u><br/><u>PUBLICATIONS, ETC.</u></p> <p>Dates: 1965-<br/>Volume: 45 Cubic Feet/2 MB<br/>Annual Accumulation: 5 Cubic Feet/1 MB<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p> |

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|             | <p>The recommendation of item #3 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p>   |
|             | <p>_____<br/>Chairman</p>  |
| 3.          | <p><u>AGENDAS</u></p> <p>Dates: 1965-<br/>Volume: 5 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological<br/><br/>Recommendation: <del>Retain for sixty (60) days, then dispose of.</del><br/><b><u>Retain permanently.</u></b></p> |
| 4.          | <p><u>ANIMAL LICENSE RECORDS</u></p> <p>Dates: 1965-<br/>Volume: 10 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological<br/><br/>Recommendation: Retain for one (1) year after expiration,<br/>then dispose of.</p>              |

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| ITEM<br>NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES   |
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| 5.          | <u>ANNEXATIONS, DEDICATIONS, EASEMENTS, COVENANTS, RIGHT OF WAYS,<br/>SUBDIVISION FILES</u><br><br>Dates: 1965-<br>Volume: 2 Cubic Feet<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: Retain permanently.      |
| 6.          | <u>ANNUAL FINANCIAL STATEMENTS</u><br><br>Dates: 1931-<br>Volume: 3 Cubic Feet<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: Retain for seven (7) years, then dispose of.                                      |
| 7.          | <u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND<br/>RECORDS DISPOSAL CERTIFICATES</u><br><br>Dates: 1986-<br>Volume: Negligible<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: Retain permanently. |
| 8.          | <u>APPOINTMENT BOOKS, DESK CALENDARS &amp; PHONE MESSAGES</u><br><br>Dates: 1971-<br>Volume: 3 Cubic Feet<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: Retain for two (2) years, then dispose of.             |

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| 9.                  | <p><b><u>APPRAISALS</u></b></p> <p>Dates: 1969-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after superseded, then dispose of.</p>  |
| 10                  | <p><b><u>APPROPRIATION RECORDS</u></b></p> <p>Dates: 1965-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>  |
| 11.                 | <p><b><u>ASSESSED VALUATION AND RATE REPORTS</u></b></p> <p>Dates: 1965-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>                                      |
| 12.                 | <p><b><u>AUDITS</u></b></p> <p>Dates: 1970-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p> |

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| 13.                 | <p><u>BID RECORDS</u></p> <p>Dates: 1925-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.</p>  |
| 14.                 | <p>The recommendation of item #14 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <p>_____<br/>Chairman</p> <p><u>BOARD PACKETS</u></p> <p>Dates: 1989-<br/>Volume: 14 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: <del>Retain until administrative use is complete, then dispose of.</del><br/><i>Retain one copy of each permanently.</i></p> |

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| 15.                 | <p><u>BOND RECORDS</u></p> <p>Dates: 1933-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after cancellation or due date, then dispose of. Surety, Performance, &amp; Revenue Bonds: Retain for seven (7) years, then dispose of. Bond Issue Records: Retain permanently.</p> |

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| 16.         | <p><u>BUDGET WORK PAPERS</u></p> <p>Dates: 1945-<br/>Volume: 15 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 17.         | <p><u>BUDGETS</u></p> <p>Dates: 1949-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>             |
| 18.         | <p><u>BUILDING INSPECTIONS</u></p> <p>Dates: 1930-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |

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|             | <p>The recommendation of item #19 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p>  |
| 19.         | <p><u>BUILDING PERMITS &amp; PLANS</u></p> <p>Dates: 1922-<br/>Volume: 75 Cubic Feet<br/>Annual Accumulation: 4 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Residential Permits &amp; Plans: Retain for five (5) years, then dispose of. Commercial, Industrial &amp; Multi-family Dwellings: Retain permanently.<br/><i>Retain residential permits, plans and inspections for fourteen (14) years, then dispose of.</i><br/><i>Retain commercial, industrial and multi-family dwelling permits, plans and inspections permanently or for fourteen (14) years after life of structure, then dispose of.</i></p> |

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| ITEM<br>NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES  |
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| 20.         | <p><u>BUILDING PERMIT MONTHLY REPORT</u></p> <p>Dates: 1922-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>   |
| 21.         | <p><u>BUSINESS LICENSE RECORDS</u></p> <p>Dates: 1965-<br/>Volume: 15 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after closure of business, then dispose of.</p>  |
| 22.         | <p><u>CABLE TV FRANCHISE APPLICATIONS &amp; AGREEMENTS</u></p> <p>Dates: 1995-<br/>Volume: 1 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Franchise Records: Retain permanently.<br/>Applications &amp; Agreements: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p> |
| 23.         | <p><u>CANCELLED CHECKS, BANK STATEMENTS &amp; DEPOSIT SLIPS</u></p> <p>Dates: 1935-<br/>Volume: 60 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.<br/>Copies: Retain for two (2) years, then dispose of.</p>   |

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| 24.         | <p><u>CASH RECEIPTS</u></p> <p>Dates: 1935-<br/>Volume: 75 Cubic Feet<br/>Annual Accumulation: 4 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>  |
| 25.         | <p><u>CENSUS RECORDS</u></p> <p>Dates: 1943-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.<br/>Special Census Records: Retain permanently.</p> |
| 26.         | <p><u>CHECK STUBS &amp; COPIES</u></p> <p>Dates: 1935-<br/>Volume: 40 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>                                   |
| 27.         | <p><u>CIRCUIT COURT FREE TRANSMITTALS</u></p> <p>Dates: 1975-<br/>Volume: 15 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>                            |

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| 28.         | <p><u>COMPREHENSIVE PLANS, STUDIES &amp; SURVEYS, LONG RANGE PLANS</u></p> <p>Dates: 1950-<br/>Volume: <math>\frac{1}{2}</math> Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Comprehensive &amp; Long Range Plans: Retain permanently. Studies &amp; Surveys: Retain for ten (10) years, then dispose of.</p>   |
| 29.         | <p><u>CONSTRUCTION RECORDS</u></p> <p>Dates: 1965-<br/>Volume: 30 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain construction records for ten (10) years following completion of terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records within this record series for seven (7) years, then dispose of.</p> |
| 30.         | <p><u>CONTRACTORS LICENSES, BONDS &amp; CERTIFICATES OF INSURANCE</u></p> <p>Dates: 1935-<br/>Volume: 20 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after expiration, then dispose of.</p>   |

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| 31.         | <p><u>CONTRACTS, AGREEMENTS &amp; LEASES</u></p> <p>Dates: 1921-<br/>Volume: 30 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p> |
| 32.         | <p><u>COOK COUNTY TREASURER TAX STATEMENTS</u></p> <p>Dates: 1973-<br/>Volume: 1 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>   |
| 33.         | <p><u>DAILY CASH REPORTS</u></p> <p>Dates: 1942-<br/>Volume: 50 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>  |
| 34.         | <p><u>DEPARTMENTAL REPORTS</u></p> <p>Dates: 1950-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: <math>\frac{1}{4}</math> Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>                              |

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| 35.         | <p><u>ELECTION RECORDS</u></p> <p>Dates: 1959-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>   |
| 36.         | <p><u>EMPLOYMENT APPLICATION (SOLICITED &amp; UNSOLICITED) &amp; SUPPORT DOCUMENTS</u></p> <p>Dates: 1962-<br/>Volume: 5 Cubic Feet<br/>Annual Accumulation: <math>\frac{1}{2}</math> Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.</p> |
| 37.         | <p><u>EPA INSPECTIONS</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>   |

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| 38.                 | <p><u>EPA OPERATING PERMITS</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration, then dispose of.</p>   |
| 39.                 | <p><u>EPA REPORTS</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.</p> |
| 40.                 | <p><u>EPA VIOLATION RECORD</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after settlement, then dispose of.</p>   |
| 41.                 | <p><u>EEOC RECORDS</u></p> <p>Dates: 1967-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>   |

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| 42.                 | <p><u>EQUIPMENT/MAINTENANCE RECORDS</u></p> <p>Dates: 1945-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>              |
| 43.                 | <p><u>FCC LICENSE</u></p> <p>Dates: 1952-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after expiration, then dispose of.</p>  |
| 44.                 | <p><u>FREEDOM OF INFORMATION ACT REQUESTS &amp; DENIALS</u></p> <p>Dates: 1986-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of filing, then dispose of.</p> |
| 45.                 | <p><u>GAS RECEIPTS/TICKETS</u></p> <p>Dates: 1967-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>  |

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| 46.         | <p><u>GRANT RECORDS</u></p> <p>Dates: 1945-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p> |
| 47.         | <p><u>HYDRANT FLOW TESTS/INSPECTIONS</u></p> <p>Dates: 1962-<br/>Volume: 1 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>   |
| 48.         | <p><u>ILLINOIS DEPARTMENT OF TRANSPORTATION ANNUAL WATER USE AUDIT</u></p> <p>Dates: 1975-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>                 |

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| 49.                 | <p><u>IMRF RECORDS</u></p> <p>Dates: 1950-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.</p> |
| 50.                 | <p><u>INSURANCE POLICES-CLAIMS</u></p> <p>Dates: 1929-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>  |
| 51.                 | <p><u>INVENTORIES</u></p> <p>Dates: 1957-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.</p>   |

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| 52.         | <p><u>INVESTMENT RECORDS</u></p> <p>Dates: 1935-<br/>Volume: 10 Cubic Feet<br/>Annual Accumulation: <math>\frac{1}{2}</math> Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</p>   |
| 53.         | <p><u>INVOICE/CHECK LISTINGS</u></p> <p>Dates: 1955-<br/>Volume: 40 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>   |
| 54.         | <p><u>LEDGERS, JOURNALS &amp; REGISTERS (GENERAL PAYROLL, UTILITIES, ACCOUNTS PAYABLE &amp; RECEIVABLE, ETC.)</u></p> <p>Dates: 1931-<br/>Volume: 120 Cubic Feet<br/>Annual Accumulation: 8 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Monthly/daily ledgers, journals &amp; registers: Retain for two (2) years, then dispose of. Annual/ledgers, journals &amp; registers: Retain for seven (7) years, then dispose of.</p> |

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| 55.                 | <p><u>LEGAL FILES</u></p> <p>Dates: 1950-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after closure of case, then dispose of. Retain legal opinions Permanently.</p>  |
| 56.                 | <p><u>LEGAL NOTICES, CERTIFICATES OF PUBLICATIONS &amp; PRESS RELEASES</u></p> <p>Dates: 1924-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>   |
| 57.                 | <p><u>LIENS</u></p> <p>Dates: 1937-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after settlement or dismissal, then dispose of.</p>  |
| 58.                 | <p><u>LIQUOR LICENSE RECORDS</u></p> <p>Dates: 1990-<br/>Volume: 10 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after closure of business, then dispose of. Retain license for one (1) year after expiration, then dispose of.</p> |

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|-------------|---|
| 59.         | <p><u>MAPS, PLATS, BLUEPRINTS &amp; SURVEYS</u></p> <p>Dates: 1965-<br/>Volume: 10 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>   |
| 60.         | <p><u>METROPOLITAN WATER RECLAMATION</u></p> <p>Dates: 1957-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Permits: Retain for five (5) years, then dispose of. Plans: Retain permanently. Administrative Records: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p> |
| 61.         | <p><u>MINUTES</u></p> <p>Dates: 1965-<br/>Volume: 12 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain duplicate minutes for one (1) year, then dispose of.</p>   |

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|---------------------|--|
| 62.                 | <p><u>MOTOR FUEL TAX RECORDS</u></p> <p>Dates: 1969-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain construction records for ten (10) years following completion of the terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records within this record series for seven (7) years, then dispose of.</p> |
| 63.                 | <p><u>MUNICIPAL CODE BOOKS</u></p> <p>Dates: 1940-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain one copy permanently.</p>   |
| 64.                 | <p><u>MUNICIPAL TAX RECORDS (RETAILER, SALES, OCCUPATION, HOTEL/MOTEL<br/>INFRASTRUCTURE, ETC.)</u></p> <p>Dates: 1952-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>  |

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| 65.         | <p><u>NEGOTIATION/COLLECTIVE BARGAINING RECORDS</u></p> <p>Dates: 1967-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.</p> |
| 66.         | <p><u>OFFICIAL OATHS, BOND &amp; APPOINTMENTS</u></p> <p>Dates: 1916-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after expiration of term of office, then dispose of.</p>  |
| 67.         | <p><u>ORDINANCE VIOLATION RECORDS</u></p> <p>Dates: 1965-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after settlement, then dispose of.</p>  |
| 68.         | <p><u>ORDINANCES &amp; RESOLUTIONS</u></p> <p>Dates: 1958-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>                         |

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| 69.         | <p><u>PAID BILLS, INVOICES, VOUCHERS &amp; WARRANTS</u></p> <p>Dates: 1925-<br/>Volume: 240 Cubic Feet<br/>Annual Accumulation: 6 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.<br/>Copies: Retain for two (2) years, then dispose of.</p>   |
| 70.         | <p><u>PAYROLL RECORDS</u></p> <p>Dates: 1953-<br/>Volume: 85 Cubic Feet<br/>Annual Accumulation: 3 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Monthly Payroll Records: Retain for two (2) years, then dispose of. Annual Payroll Records: Retain for seven (7) years, then dispose of. Individual Earning Records: Retain individual earnings records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If the employee has not retired by age 78, retain individual earnings records for ten (10) years after termination of employment, then dispose of.</p> |
| 71.         | <p><u>PENSION RECORDS</u></p> <p>Dates: 1950-<br/>Volume: 15 Cubic Feet<br/>Annual Accumulation: <math>\frac{1}{2}</math> Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain pension application and final payment permanently. Retain other records in this records series for seven (7) years after date of last payment of benefits to the retiree or the beneficiary, then dispose of.</p>  |

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| 72.         | <p><u>PERSONNEL PROPERTY REPLACEMENT TAX RECORDS</u></p> <p>Dates: 1975-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>  |
| 73.         | <p><u>PERSONNEL FILES</u></p> <p>Dates: 1962-<br/>Volume: 35 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p> |
| 74.         | <p><u>PETITIONS</u></p> <p>Dates: 1935-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of except for those relating to annexations, land dedication, street and alley vacations, which must be retained permanently.</p>  |

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| 75.         | <p><u>PETTY CASH RECORDS</u></p> <p>Dates: 1971-<br/>Volume: 1 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.<br/>Receipts: Retain for two (2) years, then dispose of.</p>                |
| 76.         | <p><u>POSTAGE RECORDS</u></p> <p>Dates: 1970-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>  |
| 77.         | <p><u>PUMPAGE REPORTS</u></p> <p>Dates: 1960-<br/>Volume: 2 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Monthly Reports: Retain for two (2) years, then dispose of. Annual Reports: Retain for ten (10) years, then dispose of.</p> |
| 78.         | <p><u>PURCHASE ORDERS &amp; REQUISITIONS</u></p> <p>Dates: 1954-<br/>Volume: 25 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>  |

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| ITEM<br>NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES  |
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| 79.         | <p><u>REAL ESTATE TRANSFER TAX DECLARATIONS</u></p> <p>Dates: 1975-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 80.         | <p><u>RECEIPTS</u></p> <p>Dates: 1926-<br/>Volume: 60 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>                               |
| 81.         | <p><u>REFERENDA MATERIALS</u></p> <p>Dates: 1975-<br/>Volume: 2 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>    |
| 82.         | <p><u>RESIDENT COMPLAINTS</u></p> <p>Dates: 1985-<br/>Volume: 10 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after settlement, then dispose of.</p> |

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| 83.                 | <p><u>REVENUE SHARING RECORDS</u></p> <p>Dates: 1967-<br/>Volume: 2 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain allocation report for ten (10) years, then dispose of. Retain other records within this record series for seven (7) years, then dispose of.</p> |
| 84.                 | <p><u>SOLICITOR/PEDDLER/JUNK DEALER PERMITS</u></p> <p>Dates: 1980-<br/>Volume: <math>\frac{1}{2}</math> Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration, then dispose of.</p>  |
| 85.                 | <p><u>SPECIAL ASSESSMENT RECORDS</u></p> <p>Dates: 1892-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.</p>   |

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| 86.                 | <p><u>STATE &amp; FEDERAL TAX RECORDS</u></p> <p>Dates: 1971-<br/>Volume: <math>\frac{1}{2}</math> Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p> |
| 87.                 | <p><u>STATE OF ILLINOIS COMMERCE COMMISSION HEARING NOTICES</u></p> <p>Dates: 1975-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>  |
| 88.                 | <p><u>STATE OF ILLINOIS DEPARTMENT OF REVENUE SUPPLEMENTAL REPORT</u></p> <p>Dates: 1975-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>  |
| 89.                 | <p><u>STATE OF ILLINOIS DEPARTMENT OF REVENUE TAX EXEMPTIONS</u></p> <p>Dates: 1970-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain until superseded, then dispose of.</p>  |

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| ITEM<br>NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES  |
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| 90.         | <p><u>STATEMENT OF ECONOMIC INTEREST RECORDS</u></p> <p>Dates: 1978-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after date of filing with the county clerk, then dispose of.</p> |
| 91.         | <p><u>SURVEY REPORTS (CENSUS, BOUNDARY, EEOC GOVERNMENT EMPLOYMENT, ETC.)</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>                |
| 92.         | <p><u>TAX ANTICIPATION WARRANTS</u></p> <p>Dates: 1965-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>   |
| 93.         | <p><u>TAX LEVY RECORDS</u></p> <p>Dates: 1965-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>  |

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| 94.                 | <p><u>TIME RECORDS (SICK, VACATION, OVERTIME, COMPENSATORY, LEAVES, ETC.)</u></p> <p>Dates: 1976-<br/>Volume: 40 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of provided information has been transferred to the employees work history.</p> |
| 95.                 | <p><u>TREASURERS REPORTS</u></p> <p>Dates: 1945-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>   |
| 96.                 | <p><u>UNEMPLOYMENT COMPENSATION RECORDS</u></p> <p>Dates: 1970-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>  |

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| 97.                 | <u>U.S. IMMIGRATION &amp; NATURALIZATION EMPLOYMENT ELIGIBILITY<br/>VERIFICATIONS FORM I-9</u><br><br>Dates: 1987-<br>Volume: Negligible<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: If person is employed for less than three years, retain for three (3) after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of. |
| 98.                 | <u>UTILITY BILL RECEIPTS &amp; STUBS</u><br><br>Dates: 1970-<br>Volume: 60 Cubic Feet<br>Annual Accumulation: 2 Cubic Feet<br>Arrangement: Chronological<br><br>Recommendation: Retain for two (2) years, then dispose of.  |
| 99.                 | <u>UTILITY COMPANY PERMITS</u><br><br>Dates: 1960-<br>Volume: Negligible<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: Retain for five (5) years after expiration, then dispose of.   |
| 100.                | <u>UTILITY DELINQUENCY RECORDS</u><br><br>Dates: 1970-<br>Volume: 3 Cubic Feet<br>Annual Accumulation: Negligible<br>Arrangement: Chronological<br><br>Recommendation: Retain for seven (7) years after settlement, then dispose of.  |

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| 101.                | <p><u>UTILITY DEPOSIT REFUNDS</u></p> <p>Dates: 1970-<br/>Volume: 4 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after disconnection &amp; refund, then dispose of.</p>  |
| 102.                | <p><u>UTILITY FUND LEDGERS</u></p> <p>Dates: 1970-<br/>Volume: 45 Cubic Feet<br/>Annual Accumulation: 2 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Monthly Ledgers: Retain for two (2) years, then dispose of. Annual Ledgers: Retain for seven (7) years, then dispose of.</p> |
| 103.                | <p><u>UTILITY METER INSTALL/REMOVE RECORDS</u></p> <p>Dates: 1970-<br/>Volume: 1 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>   |
| 104.                | <p><u>UTILITY METER READINGS</u></p> <p>Dates: 1970-<br/>Volume: 25 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>  |

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| 105.        | <p><u>UTILITY ON/OFF NOTICES</u></p> <p>Dates: 1970-<br/>Volume: 6 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>   |
| 106.        | <p><u>VARIANCE RECORDS</u></p> <p>Dates: 1947-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration, then dispose of.</p>                                      |
| 107.        | <p><u>VEHICLE LICENSE RECORDS</u></p> <p>Dates: 1975-<br/>Volume: 20 Cubic Feet<br/>Annual Accumulation: 1 Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration, then dispose of.</p>                            |
| 108.        | <p><u>VEHICLE RECORDS (MAINTENANCE, TITLES, REGISTRATIONS, ETC.)</u></p> <p>Dates: 1979-<br/>Volume: 3 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain until vehicle is disposed of, then dispose of.</p> |

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| 109.        | <p><u>WATER FLOW CHARTS</u></p> <p>Dates: 1975-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>  |
| 110.        | <p><u>WATER LEVEL CHARTS (PUMP ACTIVITY)</u></p> <p>Dates: 1975-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>   |
| 111.        | <p><u>WATER MAIN BREAK RECORDS</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after completion of work, then dispose of.</p>  |
| 112.        | <p><u>WATER SAMPLE REPORTS</u></p> <p>Dates: 1960-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.</p> |

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| 113.        | <p><u>WORK ORDERS</u></p> <p>Dates: 1981-<br/>Volume: 8 Cubic Feet<br/>Annual Accumulation: <math>\frac{1}{2}</math> Cubic Feet<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days after completion of work, then dispose of.</p>                                  |
| 114.        | <p><u>WORKER'S COMPENSATION RECORDS</u></p> <p>Dates: 1970-<br/>Volume: 2 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after settlement, then dispose of.</p>   |
| 115.        | <p><u>ZONING/PLANNING RECORDS</u></p> <p>Dates: 1975-<br/>Volume: 10 Cubic Feet<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Approved Requests: Retain permanently.<br/>Denied Requests: Retain for one (1) year after denial, then dispose of.</p> |

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|                     | <p>The following items #116 - 117 were added to Application 02:031C and approved by the Local Records Commission of Cook County on February 19, 2013.</p>   |
| 116.                | <p>_____<br/>Chairman</p> <p><u>BANKRUPTCY NOTICES AND SUPPORT DOCUMENTS (THIS RECORD SERIES CONSISTS OF BANKRUPTCY NOTIFICATIONS AND MAY INCLUDE PROOF OF CLAIM FOR MONEY OWED TO THE MUNICIPALITY, RECORD OF VOTES OF CREDITORS REGARDING ACCEPTANCE OF THE BANKRUPTCY PLAN, NOTIFICATION OF MEETINGS WITH CREDITORS, NOTICES OF MONEY OWED TO OTHER CREDITORS, COPY OF DISCHARGE NOTICES, ETC.)</u></p> <p>Dates: 2004-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain records related specifically to bankruptcy claims by the municipality for three (3) years after settlement or dismissal, then dispose of.<br/>Retain records related to other creditors not affecting the bankruptcy proceeding of the municipality against the debtor, for one (1) year, then dispose of.</p> |

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| 117.        | <p>FORECLOSURE NOTICES (THIS RECORD SERIES CONSISTS OF NOTICES OF PENDING FORECLOSURES WITHIN THE COMMUNITY. THE NOTICE WILL CONTAIN INFORMATION IDENTIFYING THE ADDRESS OF THE PROPERTY AND THE IDENTIFICATION OF THE MORTGAGE. A SECOND NOTICE IS SENT TO THE MUNICIPALITY LISTING THE PURCHASER AND THEIR CONTACT INFORMATION FOLLOWING THE SALE OF THE REAL ESTATE. MUNICIPALITIES MUST USE THEIR WEBSITES TO LIST THE ADDRESSES RECEIVING FORECLOSURE NOTICES. POSTING THE INFORMATION AT THE MAIN OFFICE OF THE MUNICIPALITY IS PERMISSIBLE IF THE MUNICIPALITY DOES NOT HAVE A WEBSITE.)</p> <p>Dates: 2004-<br/>Volume: 4 Cu. Ft.<br/>Annual Accumulation: <math>\frac{1}{2}</math> Cu. Ft.<br/>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> |

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|                     | <p>The following items #118-120 were added to application 02:031C and approved by the Local Records Commission of Cook County on June 11, 2019.</p>   |
|                     | <p style="text-align: right;">Chairman</p>  |
| 118.                | <p><u>AUDIO/VIDEO RECORDINGS OF OPEN MEETINGS</u></p> <p>Dates: 2003-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of. Retain video recordings thirty (30) days after date of meeting, then dispose of.</p> |
| 119.                | <p><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p>Dates: 2007-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years following completion of the terms of the agreement, then dispose of.</p>  |

**APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS**

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**(CONTINUATION SHEET)**

| <b>ITEM<br/>NO.</b> | <b>DESCRIPTION OF ITEMS OR RECORDS SERIES</b>  |
|---------------------|--|
| 120.                | <p><u>OPEN MEETINGS ACT CERTIFICATIONS OF COMPLETION OF TRAINING AND<br/>OPEN MEETINGS ACT CERTIFICATES OF COURSE COMPLETION</u></p> <p>Dates: 2010-<br/>Volume: Negligible<br/>Annual Accumulation: Negligible<br/>Arrangement: Chronological</p> <p>Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.</p> |